

Employee Self Service My Pay

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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Compensation History - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Compensation History link to view your compensation history
 - Select a date listed under "Date of Change" to view your previous annual salary, change amount and change percent

View Paycheck – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the View Paycheck link to view your paycheck
 - Select View Paycheck under the "View Paycheck" column to view general, tax data, paycheck summary, before and after tax deductions, employer paid benefits and net pay distribution information

Paycheck Modeler – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Paycheck Modeler to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholdings status.
 - To start you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.
 - Complete steps 1-6 to view results

Voluntary Deductions – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Voluntary Deductions link to review, add or update your voluntary deductions information

- Select "Add Deduction" and enter
 - Type of Deduction (required field)
 - Select whether deduction is a flat amount or percent (required field)
 - Enter amount or percent to be deducted (required field)
 - o Take deduction until I reach this goal amount
 - Enter deduction start date (required field)
 - o Enter deduction stop date, then click on Submit

Direct Deposit – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the Direct Deposit link to review, add or update your direct deposit information
- Select Checking under "Account Type" to view your bank information and distribution instructions
- Select the pencil icon to edit your bank information and distribution instructions, then click on Submit
- Select the trash can icon to remove your account type information
- Select "Add Account" to create a new direct deposit information, then click on Submit

W-4 Tax Information USA – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-4 Tax Information USA link so that your employer can withhold the correct federal income tax from your pay
 - Complete areas under W-4 Tax Data and Claim Exemption, then click on Submit
 - You may also click on "Official Form W-4" to view the official W-4 form at the irs.gov website

View W-2/W-2c Forms – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the View W-2/W-2c Forms link
- There are no year end forms available at this time. Please try again later.

W-2/W-2c Consent – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-2 Reissue Request USA link
 - Your employer has not enabled electronic year end forms

W-2 Reissue Request USA – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Pay Dropdown
- Choose the W-2 Reissue Request USA link to select the year and where you want your W-2 delivered.
 - Enter a year (yyyy) in the "W2 Request for year"
 - Select from the drop down list, either "Mailing Address, Work Address, Home Address" where you want your W-2 delivered
 - Click on Submit

Compensation History - Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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Velcome to myFSCJI wFSCJ is our new and improved portal. In or stateds, myFSCJ will simplify the regis our 'go to' or containation for many core funct	an effort to streamline our processes, all students, faculty and staff members are training provides and allow you to better plan and manage your progress through one.	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and start, if will modernize business practices by serving as	Apply for Admission Class Search
's our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know $myFSCJ$ is a great tool to help you do so	Student and Employee Sign-on
The College's websites offer valual	ble information for future and current students. The following lini	ts will direct you to some of the most requested resources:	User ID Password
icademic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
ku/ Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
ampuses & Centers	Counseling & Advising	Student Computing Resources	
areer Development Centers	Degrees & Programs	Bludent Resources (A-Z Inden)	Statent Help Employee Help

Click the My Pay Dropdown and choose the Compensation History link to view your compensation history

Resources Help Center	Career 🕶	
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W-4 Tax Information W-2 Reissue Request USA	View W-2/W-2c Forms	W-2/W-2c Consent

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Compensation History Personalize View All 📰 First 🕔 1 of 1 🕑 Last						w All 🔜 🛛 First 🕚 1 of 1 🛞 Last
Date of Change	Amount	Change	Туре	Source	Currency	Job Title
04/01/2016	26,000.000		Hire	Base Salary	USD	Student Success Advisor I
						Issued Currency

Select a date listed under "Date of Change" to view your previous annual salary, change amount and change percent

Awaru Details		Help
Salary Change Details		
Date of Change 04/01/2016		
Annual Salary 26,000.000	USD	
Previous Annual Salary 26,000.000	USD	
Change Amount 0.000000	USD	
Change Percent 0.000		
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View Paycheck - Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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/elcome to myFSCJ!			
FSCJ is our new and improved portal. In	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality, processes and efficiency.	Apply for Admission
ir students, myFSCJ will simplify the regis or 'go to' destination for many core funct	dration process and allow you to better plan and manage your progress through ions.	degree programs. For faculty and staff, it will modernite business practices by serving as	Class Search
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Click the My Pay Dropdown and choose the View Paycheck link

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st fur	Compensation History		View Paycheck	Paycheck Modeler
n run	Voluntary Deductions		Direct Deposit	My Total Rewards
	W-4 Tax Information		View W-2/W-2c Forms	W-2/W-2c Consent
	W-2 Reissue Request USA			

With this link you will be able to view general, tax data, paycheck summary, before and after tax deductions, employer paid benefits and net pay distribution information

Paycheck Modeler - Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password



Click the My Pay Dropdown and choose the Paycheck Modeler link

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st fur	Compensation History		View Paycheck	Paycheck Modeler
	Voluntary Deductions		Direct Deposit	My Total Rewards
	W-4 Tax Information		View W-2/W-2c Forms	W-2/W-2c Consent
	W-2 Reissue Request USA			

Calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholdings status. you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions. Then, complete steps 1-6 to view results

Start	Earnings	Deductions	Taxes	Calculate	Results	
011 Olar 1-50				Exit	Let's Get Start	
Start - Step 1 of 6						
Welcome Che	w Bacca					
The Paycheck M will start with the	odeler can be used to calco standard earnings, deduct	ulate a hypothetical check by ions and taxes that normally	changing your earnings, appear on your payched	and/or deductions, and/or t k.	ax withholding status	
To start, you mus	To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.					
Agree to the U	sage Terms and Conditi	ons				
The Paya applicati	check Modeler contains co on immediately and notify	nfidential information that is i the Payroll Department.	ntended for Chew Bacca	a only. If you are not Chew E	Bacca, exit the	
	the Modeler is intended to	o provide general guidance a	nd estimates.			
 Usage of 			There is no quarantee t	hat you will receive the mod	deled results.	
Usage of The chee	k generated by the Model	er is not a genuine paycheck.	There is no guarantee t			

Voluntary Deductions - Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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FLORIDA			
elcome to myFSCJ!			Looks for Administra
FSCJ is our new and improved portal. In	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality, processes and efficiency.	Apply for Admission
or students, myFSCJ will simplify the regis our 'go to' destination for many core funct	tration process and allow you to better plan and manage your progress through ions.	degree programs. For faculty and start, it will modernize business practices by serving as	Class Search
s our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	and the second se
			Student and Employee Sign-on
			User
he College's websites offer valual	ble information for future and current students. The following link	is will direct you to some of the most requested resources:	Paissond
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ampuses & Centers	Counseling & Advising	Student Computing Resources	
areer Development Centers	Degrees & Programs	Bludent Resources (A-Z Index)	Student Help Employee Help
	Excelle & Hart Deviden	Final on Officer Presented	

Click the My Pay Dropdown and choose the Voluntary Deductions link

My Pay ▼ My Time ▼ My Benefits ▼ My Ca	reer 🕶	
Compensation History	View Paycheck	Paycheck Modeler
Voluntary Deductions	Direct Deposit	My Total Rewards
W-4 Tax Information	View W-2/W-2c Forms	W-2/W-2c Consent
W-2 Reissue Request USA		

Use this link to review, add or update your voluntary deductions information

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≀eview, add or updat	te your voluntary	deductions i	information.				
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Review, add or updal Voluntary Deducti Deduction Type	te your voluntary	deductions i	information. Status	Deduction	Goal Amount	Goal Balance	
Review, add or updai Voluntary Deducti Deduction Type	te your voluntary ons Start Date	deductions i	information. Status	Deduction	Goal Amount	Goal Balance	

Select "Add Deduction" and enter any required information

Voluntary Deductions
Add Voluntary Deduction
Chew Bacca
Florida State College at Jax
*Type of Deduction *Select whether Deduction is a Flat Amount or Percent *Enter Amount or Percent to be deducted
Take deduction until I reach this Goal Amount
*Enter Deduction Start Date (example: 12/31/2000) Enter Deduction Stop Date (example: 12/31/2000)
Current Balance 0.00
Submit
* Required Field
Return to Voluntary Deductions

Direct Deposit – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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Welcome to myFSCJ!			Apoly for Admission
m/FSCJ is our new and improved portal. In for students, myFSCJ will simplify the regin your 'go-to' destination for many core func	Class Search		
t's our responsibility and goal to help you t	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
The College's websites offer value	ble information for future and current students. The following link	ts will direct you to some of the most requested resources:	User ID
Academic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	Pessword
Buy Eocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	
	Degrees & Programs	Student Resources (A-Z todex)	Stadent Help Employee Help
Career Development Centers			

Click the My Pay Dropdown and choose the Direct Deposit link

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est fur	Compensation History	View Paycheck	Paycheck Modeler
oorrai	Voluntary Deductions	Direct Deposit	My Total Rewards
-	W-4 Tax Information	View W-2/W-2c Forms	W-2/W-2c Consent

Use the Direct Deposit link to review, add or update your direct deposit information.



Click Add Account and submit required information then click submit.

Direct Deposit
Add Direct Deposit
Chew Bacca
Your Bank Information
Routing Number View Check Example
Distribution Instructions
Account Number Retype Account Number *Account Type *Deposit Type *Deposit Order (Example: 1 = First Account Processed)
Submit * Required Field
Return to Direct Deposit

W-4 Tax Information USA - Detailed Guide

This feature is not active

View W-2/W-2c Forms – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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Nelcome to myFSCJ!			Apply for Admission
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your "go-to" destination for many core func-	stration process and allow you to deter plan and manage your progress inrough tions.	degree programs. For racary and start, it was modernize business practices by serving as	Class Search
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			User ID
The College's websites offer valua	ible information for future and current students. The following line	is will direct you to some of the most requested resources:	Password
Academic Calendar	Florida Sexual Offenders & Predators Search	Financial Ad	L
Buy Books Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	
	Degrees & Programs	Student Resources (A-Z index)	Student Help Employee Help
Career Development Centers			

Click the My Pay Dropdown and choose the View W-2/W-2c Forms link

			Bi
Employees Res	sources Help Center		
My Requisitions 👻	My Pay - My Time - My Benefits - My Car	eer •	
	Compensation History	View Paycheck	Paycheck Modeler
16	Voluntary Deductions	Direct Deposit	My Total Rewards
ie date range.	W-4 Tax Information	View W-2/W-2c Forms	W-2/W-2c Consent
	The newseen equest ook		
		Class Schedule	

If forms are available, they will show on this page. You may also view forms from previous years.



W-2/W-2c Consent – Detailed Guide

This Feature is not Active

W-2 Reissue Request USA – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password



Click the My Pay Dropdown Choose the W-2 Reissue Request USA link

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imployees R	esources Help Center		
My Requisitions -	My Pay - My Time - My Benefits - My	Career +	
	Compensation History	View Paycheck	Paycheck Modeler
6	Voluntary Deductions	Direct Deposit	My Total Rewards
e date range.	W-4 Tax Information W-2 Reissue Request USA	View W-2/W-2c Forms	W-2/W-2c Consent
		Class Schedule	CA. STREET

Enter a year (yyyy) in the "W2 Request for year". Select from the drop down list where you want your W-2 delivered then click Submit

mplete the follow	ring information to request a reissue of your W-2 form.
Iome Address	
24 Millenium Fal	con Way
lacksonville Beac	h 32250
ailing Address	ŝ
23 Beach Blvd	
lacksonville FL 3	2250
V-2 Reissue Re	quest
	*W2 Request for year 2015
	Select where you want your W-2 delivered Mailing Address
	Home Address
Submit	Mailing Address Work Location